

# Civil Rights On-Site Review Schedule -- Tentative

~~ Dates ~~  
High School

The agenda is  
subject to changes  
at any time.

## Day One

### 8:00 - 8:20 AM **Meeting with Administration**

- Superintendent – if possible
- High School Principal, CTE Director
- Civil Rights (CR) Team – now typically 2 members

### 8:20 – 9:00 AM **Review of Facilities, Programs and Classrooms – “Walk About”**

- Murray Meszaros (depends on school size)
- Head janitor(s), if possible

### 9:00 – Noon **Interviews with “Most Responsible” Faculty and Staff**

- Principal and CTE Director – with Murray (90 to 120 minutes)
- WBL Coordinator
- Title IX Coordinator – from school, if none, then from district
- Title VI Coordinator – from school, if none, then from district
- Teachers in CTE programs
- Counselors
- Section 504 and Title II or ADA Coordinator, Special Education Director/Teachers
- Parents of students with disabilities (by phone)
- PTSA and/or community council persons (by phone)
- School Nurse

### 10:30 AM – Noon **Meeting with individual students – with USOE’s second reviewer**

**5 or 6 students** from each of the following populations: non-traditional/ELL/SPED/ CTE and non-CTE staggered in 15 minute intervals – *Please alert teachers that when we temporarily pull students from classes, we will try to interfere as little as possible with the regular routine of the day.*

### Noon – 1:00 PM **CR Team Working Lunch**

- The CR Team will need a place where they can work/eat in privacy during this time.

### 1:00 – 3:00 PM **Additional Interviews**

- CR Team
- Individual staff

### 3:00 – 3:30 PM **CR Team Debrief**

### 3:00 – 3:30 PM **Meeting with Administrators – Debrief the day’s findings**

- Superintendent or designee, if available
- High School Principal
- CTE Director
- Other staff as requested by CR Team or Principal

## Day Two

Normally, required will be at least a half or full day of follow-up interviews – including staff, students, parents, etc.

=====

*The CR team (1) may have a need to conduct additional interviews in person or by phone subsequent to the onsite review and (2) may take the printed materials with them.*